



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

#01-05

Charlotte, North Carolina

TEMPORARY AUTOMATION SUPPORT SPECIALIST

The Clerk of Court for the United States District Court for the Western District of North Carolina is seeking qualified candidates for the position of TEMPORARY AUTOMATION SUPPORT SPECIALIST (June through August 2001). This position will be a member of the systems team and will be located in the Charlotte Office. The Automation Support Specialist will assist in the frontline responsibility for providing technical and end-user support to the approximately 50 users in our Charlotte and Statesville locations and backup support to our Asheville and Bryson City locations. The Support Specialist troubleshoots and fixes technical program problems, assists in supporting area network systems, and assists in the installation of hardware components.

The successful candidate will have knowledge in WordPerfect for Windows 8/9, Microsoft Windows 95, 98 & 200, cc:Mail, Novell Netware Version 5X and sufficient knowledge of PC hardware to diagnose and maintain IBM compatible PC's and other peripheral devices, such as printers, modems and ethernet components. Also beneficial would be knowledge and experience with e-mail communications, TCP/IP, Internet/Intranets and Westlaw.

Applicants should be high school graduates with progressively responsible experience in an administrative, technical or professional position which provided an opportunity to acquire a broad working knowledge of automated systems, including the latest development in computer hardware and software systems, office automation and data communications.

Salary range is \$23,406 to \$29,273 (CPS 23-24) with starting salary commensurate with work experience, previous federal government service, and prior pay history. Employee will be eligible for participation in the Federal Employees Health Benefits and Group Life Insurance Plans.

Applicants should e-mail a cover letter and resume to Kent Creasy, Chief Information Officer at Kent_Creasy@ncwd.uscourts.gov

*The position shall remain open until filled. ***** **The Court is an Equal Opportunity Employer.***

This position requires mandatory electronic fund transfer for payment of net pay.

More than one position may be filled from this announcement.
